



## How to Designate a Federal Depository Library

Is your library interested in becoming a Federal depository? Are you curious about how libraries get designated as Federal depositories?



There are two ways to be designated as a Federal depository library.

- 1) The primary way to be designated is by a Congressional designation. Each Member of Congress may designate up to two qualified libraries. Senators may designate libraries within their state if a vacancy exists for a Senator's class. Representatives may designate libraries within their congressional districts if a vacancy exists.
- 2) The second way libraries are designated is based upon special provisions of Title 44 of the United States Code. These are known as "By-Law" designations because, by law, the Public Printer of the United States and the Superintendent of Documents (both from the U.S. Government Printing Office (GPO)) may designate specific libraries as Federal depositories. The Public Printer may designate, as Federal depositories, the libraries at: land-grant colleges and universities, the Highest Appellate Court of a state, accredited law schools, and state libraries. The Superintendent of Documents may designate, as Federal depositories, the libraries of Federal agencies.

The Designation Handbook provides in-depth guidance regarding the designation process, including specific steps and samples of letters that may be used as templates.



[Designation Handbook for Federal Depository Libraries \(578.74 kB\)](#)